

Job Aid:

How to Access and Acknowledge Purchase Orders

This Job Aid shows how to:

- Access Purchase Orders (PO) in COMMBUYS
- Acknowledge Purchase Orders in COMMBUYS

Of Special Note:

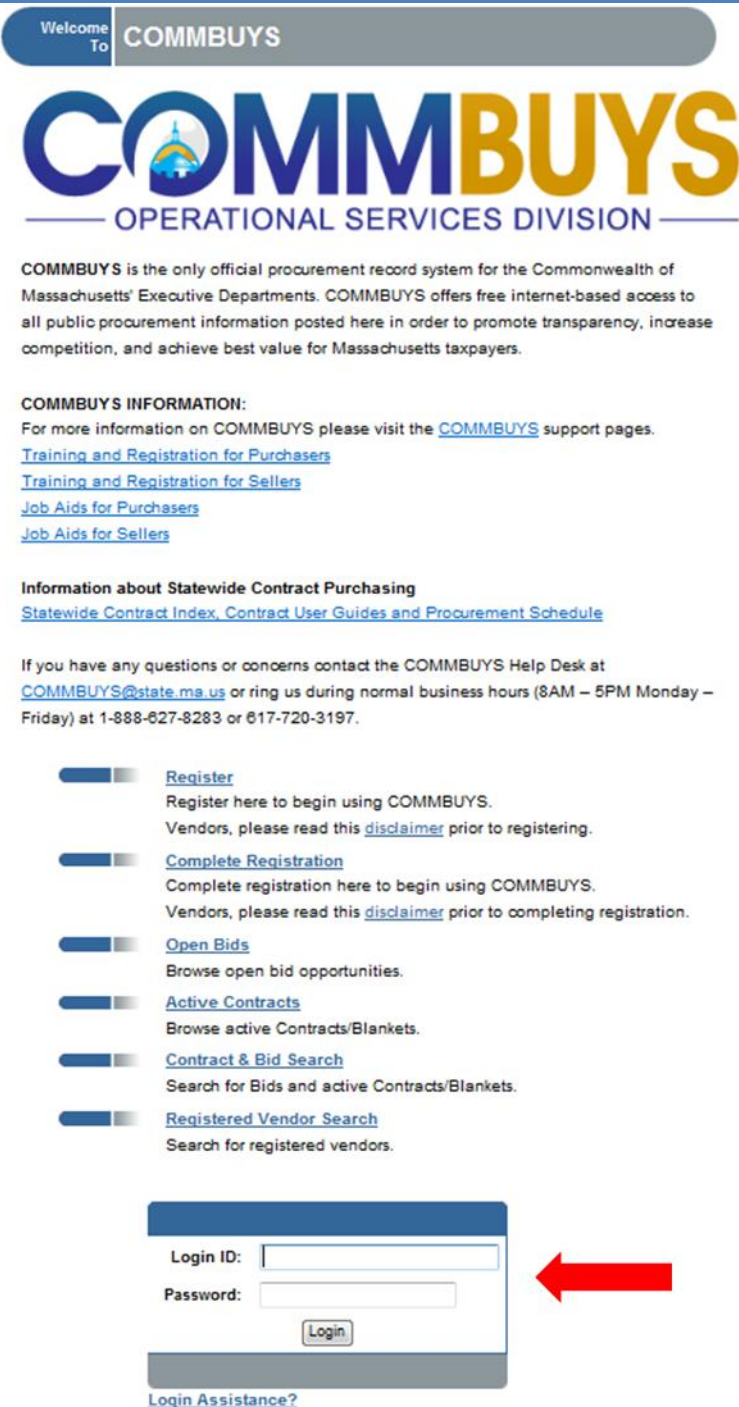
Purchase orders are sent to Sellers through COMMBUYS. These documents require review and acknowledgement and fulfillment based on the buyer's request.

Screenshot

Directions

Step 1. Access COMMBUYS

1. Launch the COMMBUYS website by entering the URL for [COMMBUYS](https://www.commbuys.com) (<https://www.commbuys.com>) in the browser.
2. Enter your Login ID and password and click the **Login** button on the COMMBUYS landing page.



Welcome To COMMBUYS

COMMBUYS

— OPERATIONAL SERVICES DIVISION —

COMMBUYS is the only official procurement record system for the Commonwealth of Massachusetts' Executive Departments. COMMBUYS offers free internet-based access to all public procurement information posted here in order to promote transparency, increase competition, and achieve best value for Massachusetts taxpayers.

COMMBUYS INFORMATION:
For more information on COMMBUYS please visit the [COMMBUYS](#) support pages.
[Training and Registration for Purchasers](#)
[Training and Registration for Sellers](#)
[Job Aids for Purchasers](#)
[Job Aids for Sellers](#)

Information about Statewide Contract Purchasing
[Statewide Contract Index, Contract User Guides and Procurement Schedule](#)

If you have any questions or concerns contact the COMMBUYS Help Desk at COMMBUYS@state.ma.us or ring us during normal business hours (8AM – 5PM Monday – Friday) at 1-888-627-8283 or 617-720-3197.

- [Register](#)
Register here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to registering.
- [Complete Registration](#)
Complete registration here to begin using COMMBUYS.
Vendors, please read this [disclaimer](#) prior to completing registration.
- [Open Bids](#)
Browse open bid opportunities.
- [Active Contracts](#)
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)
Search for Bids and active Contracts/Blankets.
- [Registered Vendor Search](#)
Search for registered vendors.

Login ID:
Password:

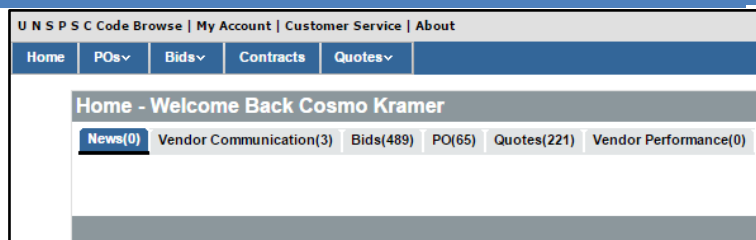
[Login Assistance?](#)

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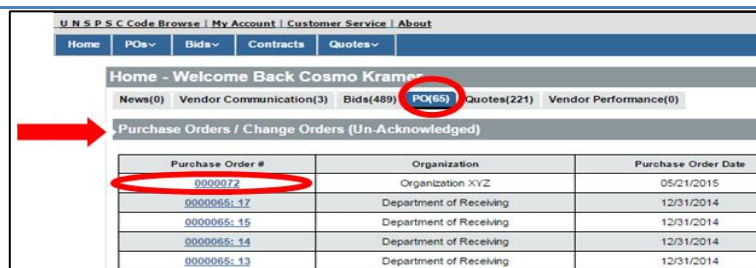
Directions



Step 2: Seller Control Center

This is the Seller Control Center. Here vendors can access COMMBUYS documents. In this job-aid we focus on accessing Purchase Orders.

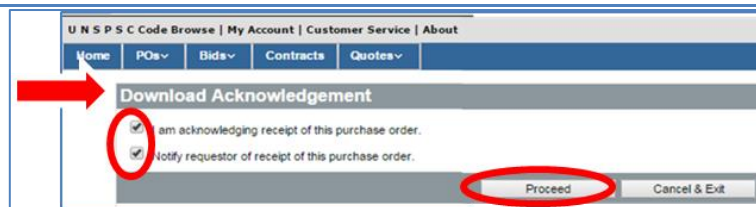
Note the tabs with numbers within parentheses. The numbers indicate the number of documents. For example, there are 65 Purchase Orders available to this seller in the PO tab.



Step 3: Finding Purchase Orders

1. Click the gray PO tab in the Control Center.
2. A list of Unacknowledged and Sent PO's appears.
3. Click on the hyperlink of the Purchase Order you wish to open.

➡ **Note:** If you elect to receive notification of Purchase Orders by paper mail, the Purchase Order number will correspond to a paper copy of a purchase order you have received by mail.



Step 4: Acknowledge the PO

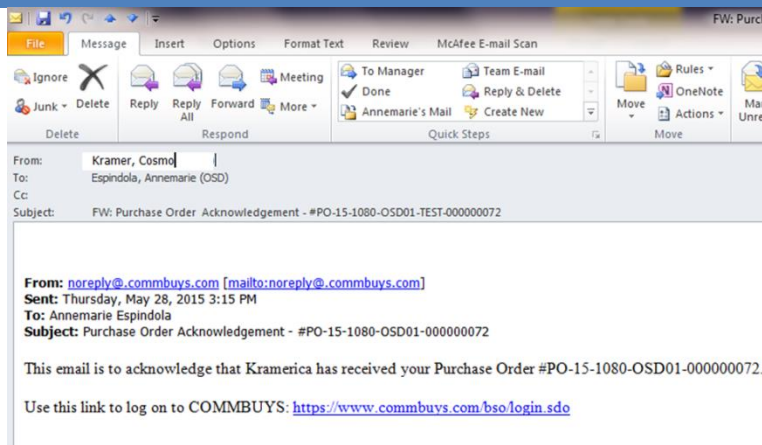
1. After selecting the hyperlink of the PO you wish to review and acknowledge the Download Acknowledgement Box appears.
2. Select both statements by clicking on the box preceding them. This indicates you are acknowledging receipt of the PO.
3. Click **Proceed** to continue.

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Step 5 Acknowledgement Email

1. An acknowledgement email is automatically sent to the Buyer from COMMBUYS notifying them the Seller has acknowledged receiving the Purchase Order.

Step 6 Review Summary

1. The Summary tab of the PO opens. The Summary Tab displays all the relevant information for the Purchase Order.
2. The PO number appears prominently in the upper left corner of the document.
3. This purchase order detail page shows the customer billing and shipping information, as well as, a list of products they ordered.

